

Schedule 43-7

DEPARTMENT OF ADMINISTRATIVE SERVICES COMMUNICATIONS DIVISION

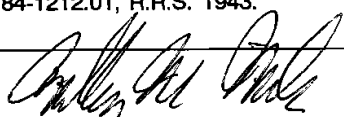
JULY 19, 1995

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

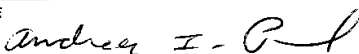
**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER 43-7
	AGENCY, BOARD OR COMMISSION ADMINISTRATIVE SERVICES
	DIVISION, BUREAU OR OTHER UNIT Communications Division
	Supersedes Edition of December 15, 1983


PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE *	
TITLE Director Div of Comm	DATE 7-18-95

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE * 	DATE July 14, 1995
STATE ARCHIVIST	

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE * 	DATE 7-19-95
ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 43-7 – DEPARTMENT OF ADMINISTRATIVE SERVICES- COMMUNICATIONS DIVISION

43-7-1 DELETED

43-7-2 FREQUENCY COORDINATION INFORMATION

Radio frequency information is maintained and duplication of frequencies is reviewed.
Dispose of when no longer of reference value.

43-7-3 NETCOM BILLING DISTRIBUTION

Invoices for telephone equipment and terminals used by state agencies.

ORIGINAL MICROFICHE: Retain permanently.

MICROFICHE WORKCOPY: Dispose of after 2 years.

43-7-4 TELEPHONE COMPANY SPECIFICATIONS (OBSOLETE)

Background data collected by the division for the purpose of developing their own telephone system.

Immediately dispose of obsolete records.

43-7-5 TELEPHONE EQUIPMENT BID AWARDS

The documents supporting the award of a bid for telephone equipment. Documents are those supplied by the vendor.

Transfer to the State Records Center after 1 year, dispose of after 3 years or after audit, whichever is later.

43-7-6 TELEPHONE EQUIPMENT SPECIFICATIONS

The documents given to vendors outlining equipment requirements and requesting a proposal.

Dispose of after superseded.

43-7-7 VENDOR TRANSACTIONS (NAS 830)

Annual computer report (currently received on COM) is used to detect ancillary billings from the telephone companies so proper payment may be made.

Dispose of after superseded.

43-7-8 COMMUNICATIONS SYSTEM BILLING (CSB) DATA BASE

Computer data base which lists various information pertinent to the services provided to government entities electing to be serviced by the Communications office.

ON-LINE DATA: Update as necessary; continually kept current.

PRINTOUTS: Dispose of when superseded or obsolete.

43-7-9 COMMUNICATIONS INVOICE BILLING (CIB) DATA BASE

Computer data base which lists various information pertinent to the paying of vendors and is interfaced with NAS and CSB.

ON-LINE DATA: Delete after 2 years.

COMPUTER GENERATED COMPARISON REPORTS: Dispose of when superseded or obsolete.

DOCUMENTS GENERATED FOR NAS: Dispose of according to schedule #124.

43-7-10 ELECTRONIC PHONE DIRECTORY (EPPD) DATA BASE

Computer data base which lists various information pertinent to all new and existing employees and is interfaced with NEIS.

ON-LINE DATA: Update as necessary; continually kept current.

QUARTERLY PRINTOUT: Dispose of after superseded.

ANNUAL PRINTOUT: Dispose of after 1 year.

ALL OTHER PRINTOUTS: Dispose of when superseded or obsolete.

43-7-11 STATEWIDE INVENTORY INFORMATION RECORD WORKSHEETS

Worksheets listing pertinent information regarding state agency capitol equipment purchases.

ORIGINAL RECORD: Microfilm and destroy annually.

ORIGINAL MICROFICHE: Retain permanently.

MICROFICHE WORKCOPY: Dispose of after 50 years.

NOTES

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete *and all related audit comments have been resolved*. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet